



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE & INSURANCE  
DIVISION OF REGULATORY BOARDS  
PRIVATE PROTECTIVE SERVICES  
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR  
NASHVILLE, TN 37243-1158  
PHONE 615.741.6382 FAX 615.532.2965  
[www.tn.gov/commerce/boards](http://www.tn.gov/commerce/boards)

**FOR OFFICIAL USE ONLY**

File #

Xact #

## SECURITY GUARD/OFFICER - APPLICATION

*Instructions: Please read this entire application carefully. Complete **all** sections and have notarized before returning with the appropriate application fee to the above address. Please note: **application fees are not refundable**. Submit additional information for any item on a separate sheet of paper.*

**1. TYPE OF REGISTRATION APPLYING FOR:**

- ☐ ARMED SECURITY GUARD (MUST BE 21 YRS OF AGE)  
☐ UNARMED SECURITY GUARD (MUST BE 18 YRS OF AGE)  
☐ UNARMED PROPRIETARY SECURITY ORGANIZATION (PSO) GUARD  
☐ DOWNGRADE TO UNARMED SECURITY GUARD

All application fees must accompany this application. The registration fee may be paid along with the application fee or upon receipt of an application "approval" letter from this office.

**2. PERSONAL DATA:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Social Security Number      Last Name      First Name      Middle Name

\_\_\_\_\_  
Residence (Street) Address, Apt. No.      [From Mo/Yr To Mo/Yr]

\_\_\_\_\_  
City      State      Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Home Phone Number      E-mail address (If available)

\_\_\_\_\_  
Date of Birth (M/D/Y)      Place (City,State) of Birth      Sex(M/F)      Race      Height      Weight      Hair      Eyes

- a. Are you a United States Citizen? Yes ☐ No ☐  
If you are NOT a US Citizen or resident alien your application will be denied. Resident Alien applicants must provide documentation of their citizenship status.

- b. Have you ever used a name other than the one by which you are applying? Yes ☐ No ☐

If yes, give the name(s): \_\_\_\_\_

Explain why the name(s) was used: \_\_\_\_\_

- c. Name the Guard Company or the Proprietary Security Organization (PSO) you will be working for:

\_\_\_\_\_  
Company Name      Street Address

\_\_\_\_\_  
City      State      Zip Code      (\_\_\_\_\_) (Area Code) Telephone Number

**3. PREVIOUS APPLICATIONS/REGISTRATIONS:**

- a. Have you previously applied for security guard registration in Tennessee? Yes ☐ No ☐  
 • If yes, was your registration card issued? (If no, please explain on separate sheet of paper and attach.) Yes ☐ No ☐  
 • If yes, has your registration ever been suspended or revoked? (If yes, please explain on separate sheet of paper and attach.) Yes ☐ No ☐
- b. • Have you been licensed or registered as a security guard in another state? Yes ☐ No ☐  
 • If yes, what state(s)? \_\_\_\_\_ Registration Number(s): \_\_\_\_\_
- c. Has this license or registration ever been suspended or revoked? (If yes, please explain on separate sheet of paper and attach.) Yes ☐ No ☐

**4. OTHER RESIDENCES:** If you have lived at your current residence less than five (5) years, you must list all residences where you have lived for the past five (5) years. (Attach a separate sheet of paper, if necessary.)

Street Address	City	State	Zip Code	[From Mo/Yr To
Mo/Yr]				

Street Address	City	State	Zip Code	[From Mo/Yr To
Mo/Yr]				

**5. PAST EMPLOYMENT RECORD:** If you have worked at your current employment less than five (5) years, list all jobs or occupations you have held in the immediate past five (5) years. (Attach a separate sheet of paper, if necessary.)

Company Name	Address	City	State	Zip Code	[From Mo/Yr To
Mo/Yr]					

Company Name	Address	City	State	Zip Code	[From Mo/Yr To
Mo/Yr]					

**\*\*\*NOTE: ARMED APPLICANTS ONLY:** You do not qualify to obtain an armed registration if you have ever been convicted of a felony or a crime involving domestic violence against a spouse, a live-in partner, or a child.

**6. STATEMENT OF CRIMINAL RECORDS: [ALL APPLICANTS MUST COMPLETE THIS PORTION]**

Tenn. Code Ann. § 62-35-116(a)(1) requires that all applicants provide a statement of all convictions and pending charges of a felony or a misdemeanor in any jurisdiction. Tenn. Code Ann. § 62-35-117(4) requires that persons convicted of any of the following offenses must have completed serving sentence or court ordered probation at least five (5) years prior to making application. Conviction of the following crimes shall disqualify an applicant if the applicant has not completed serving sentence or court ordered probation at least five (5) years prior to making application: Any felony; or any misdemeanor involving shooting a firearm or other weapon, shoplifting, assault and battery or other act of violence against persons or property, crimes involving the sale, manufacture or distribution of controlled substances, drugs or narcotics, theft of property or theft of services. Tenn. Code Ann. § 62-35-130(a) states that the Commissioner may deny an application for registration upon finding that the applicant has been convicted by a court of competent jurisdiction of any felony or of a misdemeanor, if the Commissioner finds that such conviction reflects unfavorably on the fitness for such registration.

You must answer the following questions completely. Information you provide may not disqualify you for guard registration. However, all arrests or charges, regardless of disposition, appear on record returns from the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

**If you answer yes to any of these questions, you are required to provide certified documents of the final court disposition or judgement with this application, including dismissed, suspended or deferred sentences, as well as, a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.**

**Be advised:** If you check "no" to any of the following questions regarding arrests or charges and there is an arrest record listed on your TBI or FBI report, your application could be denied for a material misstatement. Misdemeanor citations and charges for "bad checks", cases where you may not have been fingerprinted and booked but were required to pay court costs or fines, are reported to the TBI and FBI as an arrest. These charges must also be disclosed on your application.

**Record Expungements:** If you were told that a charge or arrest would be expunged from your record, and you would not need to report the charge as an arrest, you should verify with the court clerk or your attorney that the

record was expunged and that you have "no arrest record" for the charge or arrest before completing your application for registration. Failure to report charges or arrests that were not expunged from your record and are still listed on your TBI and/or FBI report could result in the denial of your application for a material misstatement.

- a. Have you ever been arrested in Tennessee or any other state? Yes ☐ No ☐

If yes, what state(s)? \_\_\_\_\_

If **NO**, go to question #7.

- b. Were you transported to or surrendered at a police station, sheriff's office or other law enforcement facility? Yes ☐ No ☐

- c. Once there, were you fingerprinted, photographed and booked into jail? Yes ☐ No ☐

- d. Were misdemeanor or felony charges filed against you? Yes ☐ No ☐  
If yes, please list the charges below. (Attach a separate sheet of paper, if necessary.)

Date	Charge	City	State

Date	Charge	City	State

- e. Did you appear before the court and enter a plea of guilty, not guilty or no contest? Yes ☐ No ☐

- f. Did the court dismiss the charges against you? Yes ☐ No ☐  
If yes, you are **required** to provide this office with certified court documents showing the disposition of these charges.

- g. Have you ever been convicted of a felony offense? (A felony is an offense for which a jail sentence or probation of one (1) year or more could have been imposed.) Yes ☐ No ☐

- h. Have you ever been convicted of an offense, which involved domestic violence against a spouse, a live-in partner, or a child? Yes ☐ No ☐

- i. If you pled guilty or were found guilty, what was the sentence of the court? (Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence, or period of probation. List the sentence below and provide all final court dispositions with this application.)

Date	Charge	Sentence	Probation Completed Date

Date	Charge	Sentence	Probation Completed Date

- j. Are you currently on a deferred sentence or on probation? Yes ☐ No ☐

- k. Do you currently have charges pending against you? Yes ☐ No ☐  
If yes, you are **required** to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal, you must also provide a written explanation of the circumstances surrounding the charge(s), and a copy of the arresting officer's report. (Attach a separate sheet of paper, if necessary.)

Date of Arrest	Charge	City and State	Arraignment/Court Date

Date of Arrest	Charge	City and State	Arraignment/Court Date

7. Have you ever been declared incompetent by reason of mental defect or disease? Yes ☐ No ☐

8. Are you currently suffering from habitual drunkenness or any narcotic addiction? Yes ☐ No ☐  
If yes, attach proof (if applicable) of having completed treatment program(s).

9. Have you ever served in Military Service? Yes ☐ No ☐

- a. Did you receive an Honorable discharge? Yes ☐ No ☐  
 (If other than Honorable discharge, attach a separate sheet of paper explaining the discharge, and a copy of your DD214.)

**10. Have you read the Tennessee statutes pertaining to Private Protective Services and the corresponding Administrative Rules and do you understand your responsibilities?** Yes ☐ No ☐

**STATEMENT OF COMPLIANCE AND UNDERSTANDING:**  
**(Application must be signed under oath and notarized)**

- I understand that it is my responsibility to know and understand the laws and rules regulating private security guard/officers in the State of Tennessee and that I may obtain this information through my employer and/or through training required for this registration.
- I understand that I am to receive the proper security guard unarmed training within sixty (60) days of submitting this application.
- I understand that I may not begin work in the State of Tennessee as an unarmed guard until this application has been completed and forwarded to the State of Tennessee, Private Protective Services for processing. I may not begin working as an armed security officer until I have been issued an armed registration card. Beginning work prior to submitting this application is a direct violation of the law, and you and your employer may be subject to violations and penalties.
- I understand that I am to carry a completed copy of this application with me while on duty as a security guard/officer until my registration card is issued by the State. And, I am to make the application or registration card available upon request to State or local authorities.
- I understand that I may not continue to work as a security guard/officer using a copy of my application after the application has been closed or denied by the Private Protective Services Licensing Section.
- I understand that this application will not be processed without the proper non-refundable application fee, and that upon approval of my application a registration fee will be due prior to issuance.
- I hereby certify that I understand that should I be charged with an offense other than a minor traffic offense, I am required to notify the State of Tennessee, Private Protective Services Licensing Section within thirty (30) days of any such charge(s) and of any disposition of said charge(s).
- I hereby certify that should I now be applying for an Armed Guard Registration, or should I determine to apply for one in the future, that I am required to complete training as required by Tennessee Code Annotated 62-35-118(b).

**NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Private Protective Services* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that any false statement(s) and/or misrepresentation(s) given by me on this application or on any attachments will be punishable under **Tennessee Code Annotated § 62-35**. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
 (Signature of Applicant)

20 \_\_\_\_\_ Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_ ,

[NOTARY SEAL]

\_\_\_\_\_  
 (Signature of Notary Public)

My commission expires: \_\_\_\_\_

**I HAVE ENCLOSED: (\*\*Required for Processing\*\*)**

- ☐ **Three (3) 1 x 1 color passport-style photos:** (with your name and Social Security Number printed on the back of each)  
Place the photos in a small envelope with your name printed on it and attach to the application.
- ☐ **Three (3) completed fingerprint cards or copy of your receipt for electronically scanned prints:** Prints must be rolled nail to nail by a qualified, trained technician on the fingerprint cards provided by this office. The cards must be fully completed and signed. All questions in the blocks at the top of the card must be answered. Enter N/A if the question does not apply to you.
- ☐ **Final Court dispositions (judgements) on any and all charges/arrests.**
- ☐ **The Required Application, Registration and Fingerprint Fees: (if applicable)**



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE & INSURANCE  
DIVISION OF REGULATORY BOARDS  
PRIVATE PROTECTIVE SERVICES  
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR  
NASHVILLE, TN 37243-1158  
PHONE 615.741.6382 FAX 615.532.2965  
[www.tn.gov/commerce/boards](http://www.tn.gov/commerce/boards)

## SECURITY GUARD/OFFICER - APPLICANT INSTRUCTIONS

*Please refer to the following link for PRIVATE PROTECTIVE SERVICES  
Laws, Rules, and Policies*

[www.tn.gov/commerce/boards/pps/index.html](http://www.tn.gov/commerce/boards/pps/index.html)

### APPLICATION AND REGISTRATION FEES

#### UNARMED SECURITY GUARD

Application Fee	Registration Fee	Total Fee
\$50.00	\$20.00	\$70.00

- Submit three (3) sets of classifiable fingerprint cards with your application.
- Submit **three (3) 1"x1" color passport-style photos** with your name and Social Security Number printed on the back of each photo. Place photos in a small envelope with your name printed on it and attach to the application.
- Unarmed Guard applicants **may** be assessed the \$60.00 fingerprint processing fee *if the fingerprints submitted can not be processed for positive identification by this office.*

#### ARMED SECURITY GUARD

Application Fee	Registration Fee	Total Fee
\$75.00	\$30.00	\$105.00

#### ARMED SECURITY GUARD Fingerprint Fee

\$60.00 (If prints processed by this office)

#### CONDITIONAL REGISTRATION FEE FOR ARMED GUARD

\$15.00 (If conditional card requested)

- Submit three (3) sets of classifiable fingerprint cards with your application and pay the **\$60.00** fee, or schedule electronic fingerprinting.
- Applicants in Tennessee can schedule electronic fingerprinting for a fee of **\$48.00** by calling Cogent Systems **1-877-862-2425**. You must have the correct ORI# when calling: **TN920120Z**. This service is only available in the State of Tennessee.
- Submit **three (3) 1"x1" color passport-style photos** with your name and Social Security Number printed on the back of each photo. Place photos in a small envelope with your name printed on it and attach to the application.

**NOTE:** If you are requesting a *Conditional Armed Registration Card*, you must submit with your application for Armed Registration **ALL** applicable fees (Total of \$180.00) which includes the Application fee, Armed fingerprint fees, Conditional Card issuance fee & Armed Registration fee. \*If you have your prints processed electronically you should not need to request a conditional card.

- Application fees are **NON-REFUNDABLE** and **must** be submitted with the application.
- Submit a check, money order or cashier's check payable to: TN Department of Commerce & Insurance.
- You **may not** begin work in the State of Tennessee as an Unarmed Guard/Officer until this application has been completed and forwarded to the Private Protective Services Licensing Section for processing. You **may not** work as an Armed Security Guard until either your Armed Conditional Card or your Armed Registration Card has been issued by this office.
- Upon approval of your application, an approval notice will be forwarded to your last known address requesting the registration fee. Registration fees must be paid **within thirty (30) days** of the date printed on the approval or your application will be closed with no further notice from this office.
- An applicant for Unarmed or Armed Security Guard/Officer Registration may only work as an unarmed guard on the completed application form for **seventy-five (75) business days** from the date that the application and required fees are submitted to this office. You **may not** continue to work using a copy of your application after the application has been **CLOSED** or **DENIED** by this office.
- You **are** required to carry a completed copy of your application while on duty as an unarmed security guard/officer until your registration card is issued. **Check website for your application status.**
- Pursuant to Tenn. Code Ann. § 62-35-130, an applicant for a security guard registration who files an incomplete application and who works on an incomplete application may be subject to disciplinary action which may include the assessment of a civil penalty, the denial of the application, or the suspension, revocation, or refusal to issue or renew any license, certification or registration card.**